

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY PERSONNEL AND
POLICY COMMITTEE**

October 25, 2012

PRESENT: Tom Diedrick, Pat Finder-Stone, Lisa Van Donsel

ALSO PRESENT: Devon Christianson, Christel Giesen, Arlene Westphal, Laurie Ropson

EXCUSED: Keith Pamperin



The meeting was called to order at 7:32 a.m. on Thursday, October 25, 2012 by Chairperson Diedrick.

ADOPTION OF AGENDA: Ms. Finder-Stone moved to adopt the agenda. Ms. Miller seconded. **MOTION CARRIED.**

APPROVAL OF MINUTES: Ms. Finder-Stone moved and Ms. Miller seconded to approve the minutes of the August 23, 2012 meeting. **MOTION CARRIED.**

ADMINISTRATIVE MANUAL PROCEDURES:

- A. RECRUITMENT (NEOGOV), CLASSIFICATION, AND COMPENSATION PRACTICE:** Ms. Christianson explained that we have been working on putting together an Administrative Manual of Procedures. We have been working with Brown County Human Resources on how to make position requests, work with contracts and limited term employees (LTE) versus regular employees. All positions require ADRC board approval either through the budget approval process or through the Personnel Committee and full board when outside of the budget planning process. In reviewing some of these positions we found we have many contracted, LTE or term positions that should have been on our organizational chart.

Ms. Christianson went on to review some of the language and explanation from the Administrative Manual. A contracted employee would be paid by contract, would not be eligible for benefits, and would not receive their pay through the ADRC payroll. An LTE position is one where there is an urgent need to fill a position that is not currently vacant, in response to grant funds secured but will not be on-going, will be for less than 20 hours a week, and are filling a specific need. LTE's will receive all legally mandated benefits; however, they are ineligible for all of Brown County's other benefit programs.

Requests for new positions by program areas will routinely be done during the budget planning process. The position request will be evaluated by Team Forward and T-4, needs, efficiencies and a funding source will be assessed, an existing job description will be reviewed or a new job description created. A Table of Org Change Request Form will be completed and the unit supervisor will work with Brown County Human Resource Department to establish a compensation/classification level.

Requests for new positions outside of the budget planning process will be evaluated by Team-4, needs, efficiencies and a funding source will be assessed, an existing job description will be reviewed or a new job description created. A Request for Position Form will be completed and the Director will submit the request to Brown County Human Resources and the ADRC Personnel Committee for approval of the position. The ADRC Personnel Committee will make recommendations to the full ADRC Board and it will then need the approval of the Brown County Human Services Committee, and the full County Board. If approval is granted by all committees and boards, the internal and external hiring process will begin.

Ms. Christianson noted that it is much easier to request a new position during the budget planning process than at any other time of the year and planning is critical to make this happen.

Changes in job descriptions and duties will be reviewed by unit supervisors, the Director and/or T-4. Major changes in job responsibilities will be reflected in amended content in job descriptions and should the changes be significant, reclassification will be considered. All reclassifications will require approval of the ADRC Personnel Committee and the ADRC Board. After the ADRC Personnel Committee approves the class and compensation study can be done, the Director will forward the Class and Compensation evaluation to Brown County Human Resources for point factoring and review. The compensation plan for employees includes the schedule of pay grades consisting of minimum and maximum rates of pay for all classes of regular full-time and part-time positions. The objective of the plan is to evaluate all positions based on the same factors providing internal and external equity maintaining a fair salary range. New long term positions need to be placed on the classification scale to reflect fair and equitable employment practices; therefore, it is the hiring practice of the ADRC to hire new employees at Step 7 of the classification grade.

A reclassification is the reassignment of a position to a different classification or pay grade because of changes in the duties and responsibilities of the position. Retroactive pay may be considered due to special circumstances but shall not exceed beyond the current calendar year in which the reclassification occurs. A request for an increase in salary on a current position will require the employee to meet with the unit supervisor and the ADRC Director to explore the changes in the position, complete the County Position Evaluation Form, and meet with Brown county HR to answer questions and provide additional information, including job shadowing, as requested.

Ms. Christianson summarized by stating that while the ADRC board has compensation authority, and special circumstances may arise, general practice will be to follow Brown County Administrative practice when it comes to annual wage increases for ADRC employees. Annual wage increases are awarded during the Brown County budget process.

- B. DISCUSSION AND RECOMMENDATION REGARDING CLASS AND COMPENSATION EVALUATION FOR ACCOUNTANT:** Ms. Christianson brought it to the Committee's attention that at their last meeting they had approved the reclassification of Ms. Bowers, ADRC Accountant, to Grade 18, Step 7, following evaluation, point factoring, and recommendation from Brown County Human Resources. She noted that Ms. Bower's job responsibilities had changed many times over the years. Ms. Christianson requested that since she has been performing these responsibilities for many years without having her position re-evaluated for reclassification to mirror these added responsibilities, that the Committee recommend making her reclassification retroactive to the beginning of 2012.

After discussion Ms. Finder-Stone moved and Ms. Miller seconded to make a recommendation to the Board that Ms. Bower's reclassification be retroactive to the beginning of 2012. **MOTION CARRIED.**

CLASS AND COMPENSAION REVIEWS:

- A. BENEFIT SPECIALIST TEAM LEAD:** Ms. Christianson referred board members to the ADRC Class Specification for the Benefits Specialist Team Lead position included in the board packet. Ms. Christianson noted that Ms. Brunner, Benefit Specialist Team Lead, is at Grade 14, Step 7. She reviewed the job description changes marked in red with the members and informed them that by approving the changes in the Benefits Specialist Team Lead Class Specifications they would be approving enough of a change in Ms. Brunner's job description to warrant moving ahead with reclassification of her position following Brown County's protocol and expertise.

Ms. Finder-Stone moved and Ms. Van Donsel seconded to approve the Benefit Specialist Team Lead's position for reclassification. **MOTION CARRIED**

- B. MAINTENANCE COORDINATOR:** Ms. Christianson moved on to the class specifications for the ADRCs Facilities/Placement Coordinator. Mr. Holzer began in this position with the ADRC in 2004. Since that time we have added another building, become more involved in Emergency Procedures, done more remodeling, and Mr. Holzer does hold a supervisory position. After reviewing the job description changes marked in red with board members, Ms. Christianson stated that she would also like to have Mr. Holzer's position approved to be evaluated for reclassification through Brown County Human Resources according to Brown County's protocol and expertise.

Ms. Finder-Stone moved and Ms. Miller seconded to approve the Facilities/Placement Coordinator's position for reclassification. **MOTION CARRIED.**

JOB DESCRIPTION APPROVAL: Ms. Christianson began by reminding board members that they had already approved the positions of Accountant Clerk and Rural Outreach Coordinator; however, they need to approve the Class Specifications for these positions.

- C. ACCOUNTANT CLERK:** Board members reviewed the position description of the Accountant Clerk summarized as: Performs bookkeeping, payroll, receivables, verifications and clerical duties of a routine nature which involves maintaining records and processing documents related to financial transactions; performs related functions as assigned under direct supervision. The job description was presented and the position will be put on the organizational chart.
- A. RURAL OUTREACH COORDINATOR:** Board members reviewed the Class Specifications of the Rural Outreach Coordinator summarized as: Facilitates the evaluation and modernization of ADRC meal sites and AddLIFE Centers, particularly in rural locations, for the purpose of expanding participation. Identify and engage community assets and increasing the diversity, programming and participation to prevent the isolation of older adults and adults with disabilities within the community. The job description was presented and the position will be put on the organizational chart.
- D. PREVENTION COORDINATOR:** The Prevention Coordinator is Ms. Michael's position. The job description was presented and the position will be put on the organizational chart.
- E. PREVENTION SPECIALIST:** The Prevention Specialist is Dr. Donarski's position. The job description was presented and the position will be put on the organizational chart.

Ms. Finder-Stone moved and Ms. Van Donsel seconded to approve the Job Descriptions and Class Specifications for the Accountant Clerk and the Rural Outreach Coordinator. **MOTION CARRIED.**

NEW POSITION REQUEST:

- A. OUTREACH & BENEFIT PROGRAMS SPECIALIST:** Ms. Christianson submitted a request for approval of the position of Outreach & Benefit Programs Specialist to the Personnel Committee. She explained that the Outreach & Benefit Programs Specialist to the Personnel Committee would be responsible to Ms. Brunner, Benefit Specialist Team Lead, in support of the SHIP Program (State Health Insurance Program) and would oversee the education and back up of the Benefit Specialist Department Volunteer Program. This would be a very critical position as this person would have the resources to reach out into outside communities. This Outreach & Benefit Programs Specialist would be a 16 hour/week, MA Claiming position at a total cost of \$19,000.

Ms. Miller moved and Ms. Finder-Stone seconded to approve the Outreach & Benefit Programs Specialist position as a regular employee at 16 hours per week. **MOTION CARRIED.**

DIRECTOR'S EVALUATION: Ms. Christianson distributed a document outlining the goals she presented to this committee during her interview for the Directors Position. Ms. Christianson reviewed the agency progress toward these goals and expressed appreciation to supportive staff and board members for this successful year.

Mr. Diedrick noted that the Personnel Committee will need to set up another time to meet to complete Ms. Christianson's performance evaluation before the end of this year.

ANNOUNCEMENTS: No announcements.

ADJOURN: Mr. Diedrick moved and Ms. Van Donsel seconded to adjourn. The meeting adjourned at 8:20 a.m.

Respectfully Submitted:

Arlene Westphal, Secretary